

0210.03 Modular Furniture Request  
Issued January 6, 1997

SUBJECT: Modular furniture request.

APPLICATION: Executive Branch Departments and Sub-units located in facilities under the jurisdiction of Department of Management and Budget (DMB).

PURPOSE: Establish uniform procedures for review and approval of interior space-changes, adjustments or repairs.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of Support Services (OSS)

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SUMMARY: This section provides the procedures to follow after determining modifications of office space and/or individual offices are required. These services include accommodation, adjustment or repair requests or space modification requests.

APPLICABLE FORMS: DMB-603, Modular Furniture Accommodations or Repair Request Form.  
DMB-604, Space Modification Request Form.

PROCEDURES:

DMB:

- Assigns space in State-owned office buildings in order to accomplish efficient use based solely upon the function of use.

Agency:

- Requests changes in office layout or space assignment by submitting Form DMB-604, Space Modification Request for more extensive changes, to the **OSS**.
- Requests for emergency, health and safety-related repairs, reasonable accommodation modifications, minor work station modifications not requiring any new parts and/or minor repairs may be submitted directly to OSS or through the facility manager's office.
- A department may request these changes by submitting Form DMB-603, Modular Furniture Accommodations or Repair Request for minor changes.

OSS:

- Reviews initial request and prioritizes projects within 1 of the following categories:
  - Fill vacant space.
  - Recapture space via the use of modular furniture.
  - Modify space **to comply** with an Executive or Legislative order.
  - Modify space required by an agency for specific changes in work task adjustments.
  - Upgrade space for worn or obsolete physical attributes.
  - Modify space to facilitate organizational efficiency.
- May request payment from requesting agency for all or part of project funding if allocations are depleted, and special accommodations are needed to complete the request or if the request has a significant impact on the mechanical or electrical systems.
- Advises departments of the need to reduce or expand a departmental request pending available funding or the need to replace obsolete physical attributes.
- Forwards notice of approved project, after considering request, to the PMD (See Procedure 0110.03 and 0210.04).

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